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**Village of Oxford  
Downtown Development Authority  
Meeting Minutes  
Monday, May 18, 2020 at 7:00 p.m.  
Online via Zoom**

1. Meeting called to order at 7:05pm by Vice Chairperson Johnston
2. Pledge of Allegiance
3. Roll Call: Rod Charles, Joe Frost, Laura Herfy, Dorothy Johnston, Sue Oles, Pete Scholz, Justin Willcock.  
Also in attendance: DDA Director Glenn Pape, Village Manager Joe Madore, Village Communications Liaison Nicole Edwards, and Jonathan Nold, Township Trustee  
Absent: Nicole Ellsworth, Dora Rolando.
4. Public Comment on non-agenda items: none
5. Consent Agenda:
  - a. Motion by Scholz to approve the proposed agenda; second by Frost; vote 7-0.
  - b. Motion by Scholz to approve the 4/20/2020 regular meeting minutes; second by Johnston; vote 7-0
  - c. Reports not available: Police Report, Code Enforcement Report, and DPW Report.  
Executive Director & Committee Reports highlights: 75 Oxford businesses are receiving \$2500 grants from Oakland County, Concerts in the Park are tentatively scheduled to begin first week of July, Organization Committee suggests adopting the current budget.
6. Payment of bills: Motion by Scholz to pay April bills \$18,175.58; second by Charles; roll call vote 6-0. Johnston recused herself from voting due to her business being included in bill payments.
7. Unfinished/Old Business:
  - a. Approval of 20-21 budget: Motion by Frost to approve and recommend to Village Council the proposed budget; second by Scholz; roll call vote 6-1.
  - b. M-24 Update: Phase 1 (construction at Drahner) is finishing; Phase 2 (full detour and demolition thru Village) to begin June 1<sup>st</sup>.
8. New Business:
  - a. Bylaws discrepancy: Motion by Scholz to form Bylaws Committee to update bylaws in respect to number of board members to align with Village code; second by Willcock; vote 7-0.
  - b. Re-open protocols & tools: Re-opening Took Kits provided by Oakland County to be distributed by DDA. Vaughn Sports has masks available for DDA to purchase to include in kits.
  - c. Items moved from consent agenda: none

9. Board Member Comments:

Charles: Like Zoom meetings

Ellsworth: absent

Frost: Keep up the good work, Glenn & Nicole

Herfy: Welcome to Jonathan Nold

Johnston: no comments

Oles: Ready to get re-open

Rolando: absent

Scholz: Looking forward to town re-opening

Willcock: no comments

Employee Comments:

Nicole Edwards: Showed yard signs promoting Oxford that will be available to the public

Joe Madore: Comcast continues to work in downtown and easement issues have gone to the Village attorney. In celebration of Oakland County's 200<sup>th</sup> anniversary, oak tree seedlings are available to residents. Commended Glenn for the work done on grants while he was sick.

10. Extended Public Comment: none

11. Meeting adjourned at 8:29p.m.

Next DDA Board regular meeting: **Monday, June 15, 2020 at 7:00 p.m.**